

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 01-025

TO: District Superintendents/Charter School Administrators and LEP Personnel

FROM: Lyle Friesen
Director of School Finance

DATE: January 16, 2001

SUBJECT: FY 2000-2001 Limited English Proficient (LEP)

Enclosed are the instructions you will need to assist you in reporting LEP for FY 00-01. Forms are not being sent out this year. Please submit by uploading your data via the web site using your grants management user name and password.

The report must be **UPLOADED** into the ADE web site by February 15. If no LEP programs are offered, please submit an email to schoolfinance@ade.az.gov, stating that there are no LEP programs offered in the School. This is important in determining that all schools are accounted for. It is **extremely** important that your LEP data be accurate and timely as this is the basis of calculating add-on counts for budget preparation and charter payment.

The LEP report needs to be submitted in an electronic format prescribed by the Department of Education. You can use the Department of Education's PC based program (DELREP) which you can download on the ADE web site at www.ade.state.az.us/schoolfinance/main/support/delrep. The program is set up to format the data into text files, which can be uploaded by the school into the ADE web site at www.ade.state.az.us/schoolfinance/districts. In order to use the file upload pages, you must set up an account via a Statement of Assurance with our Grants Management Unit. If you need to have an account set up or changed you can contact the ADE Grants Management office at (602) 542-3452.

Districts Using Their Own Reporting Software

Districts using a program other than DELREP for submitting LEP must ensure their file layouts are up to date. You can review the file layout for LEP on our web site at www.ade.state.az.us/services/mis/filelayout. It is important that your file layout is correct, or it will reject. For step by step instructions on how to upload your data via the web, you need to go to www.ade.state.az.us/schoolfinance/main/support. You can also call your local Regional Training Center for technical and uploading assistance.

Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz	Flagstaff (520) 527-6122
Maricopa, Gila	Tempe (480) 965-3366
Pima, Pinal, Santa Cruz	Tucson (520) 617-7084
Graham, Greenlee, Cochise	San Simon (520) 845-2275
Yuma	Yuma (520) 783-1010 ext. 369

LIMITED ENGLISH PROFICIENT REPORT
(LEP)

DUE TO SCHOOL FINANCE:

FEBRUARY 15, 2001

LIMITED ENGLISH PROFICIENT REPORT

(ARS §15-754)

Districts/Charters should prepare and submit the Limited English Proficient (LEP) Report for **EACH GRADE** in **EACH SCHOOL**. Each report should reflect the number of LEP students who were being served in authorized programs on **October 1**, **December 15**, and **February 1** and the number of students who were reclassified or withdrawn from a program. The counts derived from this report are used in developing your district budget.

Please complete this section when submitting a change or supplement.

Enter the code that corresponds to the type of program through which the eligible LEP students are being served. The authorized programs, as presented in ARS §15-754. A are:

<u>Code</u>	<u>Grade</u>	<u>Program Type</u>
A	K - 6	Transitional Bilingual
B	7 - 12	Secondary Bilingual
C	K - 12	Bilingual/Bicultural
D	K - 12	English as a Second Language (ESL)
E		Individual Education Program
F		Individual Education Program, requested by parents

1. Enter the number of eligible LEP students in grades Kindergarten through 12 who were being served in the program on each of the three count dates. Include only those LEP students who complete language proficiency assessments and completed (K-1 oral, 2-12 oral, reading, and writing) and who are receiving services from teachers who hold bilingual or ESL endorsements. Endorsements are not required for teaching students with an Individual Education Program (IEP).

However, there may be no more than nine LEP students served in a grade. Verifiable documentation from parents is required to qualify for Code F.

Enter the number of LEP students in grades Kindergarten through 12 who were served in the respective authorized programs on at least one of the designated count dates but who subsequently left the program due to having been reassessed per State Board criteria and having met all reclassification standards.

2. Enter the number of LEP students in grades Kindergarten through 12 who were served in the respective authorized programs on at least one of the designated count dates but who subsequently left the program due to having withdrawn from the school without having met reclassification standards.
3. If there is more than one program at the grade level, provide the same information for each of the other programs in sections 3 and 4. For example, some LEP students may be participating in Transitional Bilingual Program (Code A) while other LEP students in the same grade may be participating in ESL, (Code D). Section 2 will be used to report student participation in Program A on the designated count dates. Section 3 will be used to report student participation in Program D on the designated count dates. If a student is in more than one program, only report them in one category.

- Fill in the **CHANGE** and , complete the co-type-dist-sch-gr numbers for the District of Attendance in Section 1
- Change incorrect data. (**changes can only be made to Section 2,3 & 4**)
- Re-enter correct data. (If any prior data is left blank the system will override existing data with zeros.)

Once your data has been submitted into the ADE web site, **it is the district's/charter's responsibility** to check its home page to see if the data added correctly or if it rejected. **Do not assume that your file processed successfully just because it uploaded successfully.** You can view your reports by:

- All your reports are stored here in alphabetical and date order. You must have Acrobat Reader 4.0 to view your reports. You can download a free version of Acrobat Reader at www.adobe.com/prodindex/acrobat/readstep. Your data submission should produce a report, within 24 hours.

LEPS Edit/Update Report

LEPS10A-1 LEP Students Served in Programs under ARS 15-754

Description: This report reflects District of Attendance, by grade for Oct. 1, Dec.15, & Feb. 1, Total average number served, # reclassified and # withdrawn. It calculates the number to be used for budget Group B counts.

It is the districts responsibility to check the status of your reports once they have been uploaded. If you have errors **it is your responsibility** to correct them in a timely manner.

If you have any questions on **DISTRICT** submitted data, please contact Linda Tremble at (602) 542-8234. For **CHARTER SCHOOL** data, contact Rose Whelihan at (602) 542-8240